

## **BGCS Non-Surgical Oncology Subgroup – Terms of Reference**

The BGCS is referred to as the Society.

### **1. Aims**

The Oncology Subgroup will represent the interests of the gynaecological oncologic community on behalf of the Society

### **2. Objectives**

- 2.1 Provide a professional forum for non-surgical oncologists working in Gynaecological oncology so that all aspects of their expertise can be made available to the Society.
- 2.2 To monitor and respond to incoming requests to the Society concerning non-surgical management of gynaecological cancers, and to act on behalf of and through BGCS Officers and the BGCS Council.
- 2.3 To share their expertise, experience and views, on behalf of the Society to external bodies such as Commissioners, NICE, NCIN, NCRI, Royal Colleges and other professional bodies to ensure that the non-surgical management of gynaecological cancer is well represented
- 2.4 To develop policies, provide written responses as appropriate on to requests from external professional to the Society, on behalf of the Society concerning non-surgical aspects of gynaecological cancer management.
- 2.5 To develop and maintain a national network of non-surgical gynaecological oncology on behalf of Society to gather and disseminate information to enhance the delivery of care.
- 2.6 To actively encourage non-surgical oncologists to become members of the Society and to work with the Society to establish the Society as the professional group to represent Gynaecological Oncologist nationally and internationally.

### **3. Composition**

3.1 The subgroup is accountable to the Council of the Society.

3.2 The chair will be appointed by Council and serve for 3 years and may be renewed at the discretion of Council. The chair will be a member of Council. The chair of the subgroup will appoint a Deputy

3.3 Membership shall be offered to Society members, and will include:

- i. At least one non-surgical oncologist representing the Society on an NHS commissioning Advisory Group
- ii. The chair of the NCRI Gynaecological Clinical studies group, or designated non-Surgical Oncologist representing that body
- iii. Two medical oncologists who are members of the Society
- iv. Two clinical Oncologists who are members of the Society
- v. A Clinical Nurse Specialist
- vi. A pathologist and radiologist who are members of the Society. If there are no representatives from the Society, the subgroup may co-opt ad hoc specialists to advise on pathology and radiology
- vii. A patient/charity representative
- viii. At the discretion of the Society, an ad hoc Pharmacy and Palliative Care representative may be co-opted to advise the subgroup
- ix. A nominated officer of the Society

3.4 Administrative support for the group shall be provided by the Society secretariat. All formal correspondence is to be forwarded to Council

3.5 The Chair may co-opt other individuals as appropriate after discussion with the Officers of the Society.

3.6 The Terms of Reference should be reviewed after the subgroup has been functioning for 1 year, and any changes should be approved by Council. Thereafter, the ToR may be reviewed by Council.

### **4. Quorum**

4.1 A meeting is quorate if the Chair, and at least 3 members are present. The nominated Officer should be present. Minutes of all policy decisions must be made and forwarded to Council.

### **5. Term of office**

5.1 Each member shall be appointed for 3 years only. This is renewable at the

discretion of Council.

## **6. Funding**

6.1 Funding for the meetings including travel expenses for each member will be from the Society.

6.2 Reasonable travel expenses will be reimbursed by the Society for subgroup members engaged in agreed business in line with the BGCS travel policy.

## **7. Meetings**

7.1 Meetings to be provisionally scheduled at BGCS conferences but should be at least every 6 months. Further communication between meetings should be by email. Important announcements will be placed on the Society website.

7.3 Proceedings of the meetings shall be minuted. They shall be copied to the members of the BGCS Council.

7.5 Extra-ordinary meetings at the discretion of the chair will be arranged if urgent issues arise. The above terms will be applicable for such meetings